

DISTRICT OF COLUMBIA
OFFICE OF ADMINISTRATIVE HEARINGS
441 Fourth Street, NW · Washington, DC 20001-2714
TEL: (202) 442-9094 · FAX: (202) 442-4789

SUBPOENA FOR RENTAL HOUSING CASES

Petitioner(s)

Case Number: RH-_____

v.

Respondent(s)

Address of Housing Accommodation and Unit Number

To: _____

Requesting Party (Name, Address, Telephone): _____

You are required to comply with the directions in the boxes checked below.

(1) ☐ **YOU ARE COMMANDED** to appear at the Office of Administrative Hearings, 441 Fourth Street, NW, Suite 450 North, Washington, DC to testify in this case on _____ at _____ a.m. / p.m. or any continued date and time.

(2) **YOU ARE COMMANDED to produce the documents checked below:**

(A) ☐ **If housing code violations or services and facilities are at issue:** All records in your possession or control not created by a government agency, relating to conditions, repairs, or maintenance to the Rental Unit listed above or any common areas of the Housing Accommodation from [date] _____ to [date] _____ (not more than three (3) years prior to the date of filing of the petition).

(B) ☐ **If illegal rent increases are at issue:** All records in your possession or control relating to any rent increases demanded or implemented for the Rental Unit listed above from [date] _____ to [date] _____ (not more than three (3) years prior to the date of filing of the petition).

(C) ☐ **For subpoenas addressed to the Department of Consumer and Regulatory Affairs only:** All reports of housing code violations and related documents for the Rental Unit listed above or any common areas of the Housing Accommodation from [date] _____ to [date] _____ (not more than three (3) years prior to the date of filing of the petition).

(3) ☐ The following specific documents from categories 2(A) through 2(C) above:

YOU ARE COMMANDED to produce any documents at:

☐ The hearing at the Office of Administrative Hearings, 441 Fourth Street, NW, Suite 450 North, Washington, DC on _____ at _____ a.m. / p.m. or any continued date and time.

☐ The following address: _____ on or before _____ at _____ a.m. / p.m.



Clerk of the Court
District of Columbia Office of Administrative Hearings

SAMPLE